

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 03	Subject: VACANCY (Egyptians)	Date: 1/18/16
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PUBLICATION OF AWARD OF A FOREIGN SERVICE NATIONAL PERSONAL SERVICES CONTRACT POSITION

This publication is issued pursuant to AIDAR 706.302-70 (b) (1). USAID/Egypt intends to award three Telephone Operator positions without competition according to a Class Justification for Other than Full and Open Competition (JOFOC) and certify that the conditions of Section II (B) of CIB 97-16 are met.

Inquires may be addressed to: USAID Human Resources & Training Officer Samia Joseph, ext. 7180.

The position description follows.

Position Title:	GSO Assistant
Position Number:	22-03
Organization:	USAID/EXO
Salary Potential:	FSN-07
Deadline:	January 31, 2016 (Close of Business 4:30 pm)
Salary Range for a Fully Qualified Candidate:	Starts at LE 87,447 Gross Per Annum
	This amount includes taxes

BASIC FUNCTION OF THE POSITION:

The General Services Assistant reports to the General Services Specialist who is also overseeing daily operation of all mechanical/heating, ventilation, and air conditioning (HVAC) systems, components, and equipment; manages the preventive maintenance program; performs trouble-shooting/determines requirements and assigns tasks to include hands-on guidance to contractor staff for repairs. Acts as Deputy to the General Services Specialist in direction of multi-craft tasks required for operation, maintenance, and repair of facilities and infrastructure within the USAID Building. Provides oversight, inspection, and recommends acceptance for all work associated with mechanical building engineering services. Assumes some responsibility for operation, maintenance, and repair of mechanical systems to include chilled water plant, compressors, condensers, pumps, system controls, building automation systems and system control modules, cooling towers, air handling units, water treatment, domestic hot and cold water systems, drainage, waste, and vent systems, plumbing and pipe-fitting, pneumatic and hydraulic systems, refrigeration and direct expansion air conditioning. The incumbent provides coverage for emergency service on mechanical systems as required 24 hours per day, seven days per week (24/7) operation.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

1. Under guidance of General Services Specialist, the incumbent assigns approved work orders and scheduled preventive maintenance to trade staff and oversees their completion. Ensure the scheduled maintenance tasks are completed in an accurate and timely manner. Required to write follow up reports on completed tasks/projects under area of supervision and brief the Building Engineer on daily basis. Serves as primary contact and supervisor for all mechanical systems including plumbing/sewage, pneumatic, hydraulic, and HVAC operations, maintenance and repair activities for USAID Building.

40% of time

2. Performs periodic checks and/or repairs on various mechanical equipment including but not limited to water cooled chiller, chilled pumps, air handling unit (AHU), fan coil unit (FCU), water supply pumps, water treatment system, water heaters and drainage pumps to ward off potential breakdown and to ensure optimal and un-interrupted operation of the systems. Inspect, review, and maintains control system operation. Inspect specialty trade contractor's work and contracted projects as delegated by the General Services Specialist. **25% of time**

3. Performs mechanical repair on various equipment associated with different building engineering systems and appliances in use in USAID Building based on approved work orders. Instructs and conducts on-the-job training for subordinates on general and specialized equipment, work method, tools, including their safe operation. Ensure proper use of time, tools and materials and that the work areas are kept clean and safe. **20% of time**

4. Coordinates with Supply Manager to be responsible for ensuring adequate supplies of all necessary materials are maintained. Prepares requisitions for materials required for maintenance tasks and submits to General Services Specialist for reviews, approval and processing. Prepare and maintains reports on operations, maintenance and servicing of all mechanical/HVAC equipment. **15% of time**

REQUIRED/DESIRED QUALIFICATIONS:

- a. Education: University degree in mechanical engineering or industrial education is required.
- b. Prior Work Experience: A minimum of 3 years of experience in operation and maintenance of building engineering services in large modern commercial or government building; including experience in maintenance of water-cooled chillers is also required.
- c. Post Entry Training: Building maintenance system training, US embassy safety training and USAID ethics training.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III English and level III in Arabic in reading, speaking and writing.

- e. Job Knowledge: Extensive advanced knowledge of maintenance functions of buildings, also installation, troubleshooting and repair of many electromechanical equipment
- f. Skills and Abilities: Standard computer skills such as Microsoft office and Email. Customer service and interpersonal skills. Ability to prioritize work tasks. Time management.

POSITION ELEMENTS:

- a. Supervision Received: works under direct supervision of the General Services Specialist.
- b. Supervision Exercised: does not supervise any US government employees.
- c. Available Guidelines: USAID Automated Directives Systems, FAM 500.
- d. Exercise of Judgment: Makes recommendations to the General Services Specialist to improve maintenance work quality and requests of needed maintenance spare parts.
- e. Authority to Make Commitments: does not have authority to make commitments of behalf of the US government.
- f. Nature, Level, and Purpose of Contacts: Daily contacts with contractor maintenance staff to assist the General Services Specialist in monitoring contractor performance. Daily contact with the General Services Assistant and the General Services Specialist to discuss work progress.
- g. Time Expected to Reach Full Performance Level: one year.


Cynthia Rogers
Executive Officer